



36404 Club House RD, Millville, DE 19967 T (302) 539-0449 F (302) 539-0879

To: Farmers Market Vendors

The Town of Millville is ready to "kick-off" the 2015 Farmers Market Season. Our new location will not be ready for this season; however, the market will continue on our property behind the Town Hall, 36404 Club House RD, Millville, DE 19967.

Market operations will be Thursdays from 8:00 a.m. to 12:00 p.m. The season will run from June 18 thru Sept. 10. The vendor fee will be \$195.00 for the 2015 season. Checks are payable to the "Town of Millville". We do not accept credit cards.

Vendors will be able to use the public bathroom facilities in the Town Hall.

As you will read in the agreement, you will need to add The Town of Millville, Millville Farmer's Market to your liability insurance coverage which will be due when you submit your application.

Your Market Master will be Linda Kent of Millville, DE, [lindamlkent64@hotmail.com](mailto:lindamlkent64@hotmail.com), (302) 539-1358 or (908) 432-1664. Your Town Liaison is Town Manager Debbie Botchie, [mvtownmgr@mchsi.com](mailto:mvtownmgr@mchsi.com), (302) 539-0449.

The market will only be able to accommodate 12-15 vendors so get your applications in as soon as possible! The Town of Millville is looking forward to another great season.

Sincerely,  
Linda and Debbie



**2015 MILLVILLE FARMERS MARKET  
VENDOR APPLICATION & AGREEMENT**

**To: Farmers Market Vendors**

**I hereby apply as a vendor for the year 2015. Market operations will be Thursdays from 8:00 a.m. till 12:00 p.m. The season will run from June 18 thru Sept. 10.**

**Name:** \_\_\_\_\_

**Farm/Business Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Website Address:** \_\_\_\_\_

**Are you on Facebook? Y/N**

**Contact Person:** \_\_\_\_\_

***PLEASE LIST ITEMS FOR SALE***

***Give as much detail as possible as we may not be familiar with all your products.***

## **MILLVILLE FARMERS MARKET RULES AND REGULATIONS**

Our purpose is to provide residents of and visitors to Southeastern Sussex County with an opportunity to purchase locally grown, freshly picked fruits, vegetables, live plants, cut flowers, and a variety of other farm products. By providing these products to our residents and visitors, we intend also to help sustain and promote this area's rich agricultural and farming heritage and to broaden our shoppers' understanding of the importance of farming to our region's economy. We want to foster a continuing relationship between visitors and the many farming families who serve them. We are proud of the fact that our growers are truly our neighbors.

- 1) Products sold at the Millville Farmers Market must be grown by the farmer or their designee/vendor on land owned or leased by the grower. For example, honey from the growers' own hives; cheese is made with the dairy farmer's own milk supply; eggs are produced by the farmer's fowl on his/her own property. The sale of dairy products and eggs, must meet DDA and USDA requirements. Canned or preserved fruits and vegetables must be grown by the farmer selling them and prepared in a "Certified Kitchen" with proof of said certification provided to the Market Master prior to sales. The Millville Farmers Market does not permit sale of craft items or other decorative items.

- 2) Vendors selling certified organic products must display a copy of their official certified organic certificate at their space at the Millville Farmers Market. Terms such as "Certified", "Organic" or "Natural" that cannot be verified cannot be used. The Market Master's judgement about such descriptions, after discussion, will be the final judgement.

- 3) The Market Master will reserve the right to see that spoiled or off-condition products are removed from sale. The Market Master will have the right to remove any other items not grown by official vendors of the Millville Farmers Market.

- 4) **GROSS SALES** Vendors commit to report an estimate of their gross sales to the Market Master at the close of the market on each Thursday. Vendors who do not provide this information on Thursday must do so by 4:00 p.m. on Friday after the Thursday market. Vendor gross sales information is aggregated and reported to the Delaware Dept. of Agriculture, and this information is never disclosed to anyone as coming from specific vendors. Only aggregated market numbers are reported.

- 5) Vendors must agree to attend a meeting at the Town Hall prior to opening day of the Farmer's Market. Date and time will be emailed to you. The vendors also agree that the



Market Master can meet with them at the vendors' farm or place of business.

- 6) Vendors are responsible for providing their own tables, chairs, tents and carry-out trash containers for their designated selling space at the Millville Farmers Market. Vendors are responsible for setting up, securing, and taking down their own tables, chairs, tents and trash containers. Vendors also agree that their assigned vendor space will be left broom-clean and litter-free at the end of each Thursday selling session.
- 7) Vendors are required to have product and liability insurance, and all vendors are required to have all necessary County and State permits and licenses.
- 8) Vendors are required to add to their liability insurance policies the names or properties where the liability insurance is in effect. For example, for the 2015 Farmers Market Season at the Millville Farmers Market, vendors must add: "Town of Millville & Millville Farmers Market", located at 36404 Club House RD, Millville, DE 19967. Proof of liability insurance with name and place addendum specifications is required by each Vendor, and it must be included with the return of this application. Vendors are responsible for their own actions, omissions and errors.
- 9) Product pricing is the responsibility of the Vendor. The Millville Farmers Market requires that each Vendor prominently display: a) The name of the business and its location; and b) prices at their assigned vendor space, for all products offered for sale.
- 10) Vendors are required to be fully set up and ready for sales a full ten minutes prior to Market opening. Therefore, Vendors should arrive at the Market with adequate time to set up; this regulation is critical and it benefits both the Vendors sales success and customer satisfaction. The Market Master will ring the bell to start and end the market.
- 11) Absolutely no sales are permitted prior to the opening hour. The Market Master shall be in charge of declaring the opening of the Market on each and every Thursday.
- 12) Vendor absences from each Thursday's market are not permitted. If an emergency causes Vendor absence, Vendors must notify the Market Master immediately. If the absence is caused by a "no product" incident, Vendors must notify the Market Master immediately. Vendors agree they will not make a claim against the Millville Farmers Market resulting from termination.
- 13) Vendor misconduct or repeated violations of this Agreement may result in termination from a Vendor's participation at the Millville Farmers Market. Such a determination will be made by the Market Master after discussion with the Town Manager and consideration by the Market Master, and the Master's decision shall be final. Vendors agree they will not make a claim, monetary or otherwise, against the Millville Farmers Market resulting from termination of participation at the Millville Farmers Market. By signing this Agreement, Vendors acknowledge that it is in the best interest of the

Vendors, farmers, and the Millville Farmers Market to fully attempt a good fair resolution to all disputes through the Millville Farmers Market Manager.

14) It is understood between Vendors and the Millville Farmers Market that the Millville Farmers Market makes no representation as to the extent of sales made by individual Vendors, on any individual Thursday or for the season as a whole.

**INDEMNIFICATION:** Vendors acknowledge full responsibility for all of their actions and inactions, and the actions and inactions of their representatives, agents and designees, throughout the Millville Farmers Market season, and Vendors agree to indemnify and hold harmless the TOWN OF MILLVILLE, AND THE MILLVILLE MARKET MASTER, AND THE MILLVILLE FARMERS MARKET, against any and all liability, loss, damage, damage expense, suites, claims, penalties, or judgments arising in connection with or as a result of the undersigned's or the undersigned's representative's, agent's and designee's acts and/or omissions at the Millville Farmers Market. Vendors agree to defend any and all claims which may be brought against them or the Millville Farmers Market at the vendor's own costs and expense, when such a claim relates to the Vendors' representatives, agents, or designees actions, inactions or omissions.

I HAVE READ AND UNDERSTAND THE 2015 SEASON MILLVILLE FARMERS MARKET AGREEMENT, ITS RULES AND REGULATIONS, AND I AGREE TO ABIDE BY THEM AS STATED. ANY FALSE STATEMENTS I HAVE MADE ON THIS APPLICATION WILL VOID THIS AGREEMENT, EXCEPT FOR MY OBLIGATION UNDER THE INDEMNIFICATION AGREEMENT AS STATED ABOVE, WHICH OBLIGATION SHALL CONTINUE IN FULL FORCE AND EFFECT. I AFFIRM THAT THE INFORMATION I HAVE PROVIDED TO THE MILLVILLE FARMERS MARKET ON THIS APPLICATION IS ACCURATE AND COMPLETE, AND ANY ADDITIONAL INFORMATION I MAY NEED TO SUBMIT TO SUPPORT CLAIMS MADE IN MY APPLICATION WILL ALSO BE ACCURATE AND COMPLETE.

Please Print the Farm or Business Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name of Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Town of Millville \_\_\_\_\_

Date: \_\_\_\_\_



**DELAWARE HEALTH AND SOCIAL SERVICES**  
**DIVISION OF PUBLIC HEALTH**  
**HEALTH SYSTEMS PROTECTION**  
Office of Food Protection, Dover: 302-744-4546

**APPLICATION FOR PERMIT**  
**TO OPERATE A TEMPORARY FOOD ESTABLISHMENT AT AN APPROVED FARMERS MARKET**

**EHFS New Castle County**

Chopin Building, Suite 105  
258 Chapman Road  
Newark, DE 19702  
Phone: 302-283-7110  
Fax: 302-283-7111

**EHFS Kent County**

Thomas Collins Building  
540 S. DuPont Hwy, Suite 5  
Dover, DE 19901  
Phone: 302-744-1220  
Fax: 302-739-7013

**EHFS Sussex County**

Thurman Adams State Ser. Ctr  
544 South Bedford Street  
Georgetown, DE 19947  
Phone: 302-856-5496  
Fax: 302-424-7171

1. Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Applicant Mailing Address: \_\_\_\_\_  
Email \_\_\_\_\_ Fax # \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
2. Business/Organization Name: \_\_\_\_\_ Phone #: \_\_\_\_\_
3. Location of Farmers Market: \_\_\_\_\_ 4. Date(s) of Operation \_\_\_\_\_
5. Proposed Menu: \_\_\_\_\_
6. Source of Food (including ice): \_\_\_\_\_
7. Source of Water (if applicable): \_\_\_\_\_
8. Handwashing Facilities (Describe): \_\_\_\_\_
9. Toilet Facilities (Describe type/location): \_\_\_\_\_ Letter of Understanding Attached  
(if applicable)
10. Sanitizing Facilities \_\_\_\_\_
10. Methods to be used for maintaining proper product temperature.  
\_\_\_\_\_  
\_\_\_\_\_
11. List all equipment/utensils to be used (including service items): \_\_\_\_\_
12. Site where equipment/utensils to be sanitized (if other than stand location): \_\_\_\_\_
13. Additional comments: \_\_\_\_\_

\_\_\_\_\_  
Signature and Title of Applicant

\_\_\_\_\_  
DATE

FOR OFFICIAL USE ONLY

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
Supervising EHS Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Number





DELAWARE DIVISION OF PUBLIC HEALTH  
HEALTH SYSTEMS PROTECTION  
Office of Food Protection, Dover: 302-739-4731  
**ENVIRONMENTAL HEALTH FIELD SERVICES**

New Castle County: 302-233-3531   Kent County: 302-744-1220   Sussex County: 302-856-5496

**MINIMUM REQUIREMENTS FOR OPERATING A  
TEMPORARY FOOD ESTABLISHMENT**

As applicant for a permit to operate a Temporary Food Establishment, I understand that failure to comply with the following minimum requirements may result in the suspension of the operating permit, at which time all food operations must cease immediately, until corrective action is taken and approved.

1. PERMITS

→Application must be submitted a minimum of 10 days prior to the date of the event.

2. DEMONSTRATION OF KNOWLEDGE

→The Person-in-Charge must be able answer questions about basic food safety knowledge to reduce the risk of foodborne illness from menu items prepared and served.

3. FOOD SOURCES

→All food must be obtained from an approved commercial source.  
→All food must be prepared on-site or at a permitted Food Establishment.  
→All shellstock (clams, mussels, oysters) must have NSSP tags available. If crab meat or soft-shelled crabs are handled, proof of purchase is required.

4. COOKING AND HOLDING

→Food thermometers must be available to monitor cooking and holding temperatures.  
→Hot holding units, such as electric hot boxes and gas steam tables, or insulated containers if no utilities are available, must be available to keep food 135°F or above.  
→Cold holding and storage equipment, such as refrigeration units, or coolers with drained ice if no utilities are available, must be available to keep food 41°F or below.

5. PREVENTING CONTAMINATION

→There must be adequate storage to keep food off the ground.  
→Only single-service articles (disposable plates, utensils) may be provided to the consumer.  
→A three basin Wash-Rinse-Sanitize station, labeled and ready for use, with approved sanitizer and a test kit to measure sanitizer strength must be available on-site.

6. EMPLOYEE HEALTH AND HYGIENIC PRACTICES

→A hand washing station with warm water (picnic jug, cooler, coffee urn with a tap) with a catch basin. An ample supply of soap and paper towels must be provided.  
→Persons with infections or illness must be restricted from handling exposed food.  
→Remember: Barehand contact with exposed, ready-to-eat food is prohibited.  
A barrier, such as tongs, wax tissue, or food service gloves must be provided.

7. WATER SUPPLY AND WASTE DISPOSAL

→Drinking water supply and liquid waste disposal must be approved.  
→Trash and food waste must be properly stored and promptly removed from prep areas.

8. FACILITIES

→Must have a tent, tarp, or canopy large enough to cover food preparation and service sites.  
→Toilet facilities for employees must be conveniently located and easily accessible.





DELAWARE HEALTH AND  
SOCIAL SERVICES  
Division of Public Health  
Environmental Health Field Services

Sussex County  
Phone: 302-856-5496  
Fax: 302-424-7171

PERMIT NO. **SC -00- 00 TFEFM**

***THIS PERMIT IS NOT TRANSFERABLE***

EFFECTIVE DATE: 00/00/ 0000 EXPIRATION: **00/00 /0000**

NAME OF APPLICANT:

ADDRESS OF APPLICANT:

CITY: STATE: ZIPCODE:

BUSINESS/ORGANIZATION NAME:

LOCATION OF OPERATION:

IS HEREBY GRANTED A PERMIT TO OPERATE A TEMPORARY FOOD ESTABLISHMENT AT AN APPROVED FARMERS MARKET AT THE LOCATION ABOVE. THIS OPERATION IS LIMITED TO THE LOCATION LISTED ABOVE DURING THE OPERATION OF THE FARMERS MARKET

PURSUANT TO THE INFORMATION SIGNED AND SUBMITTED BY THIS PERSON TO THE DIVISION OF PUBLIC HEALTH IN AN APPLICATION AND PLANS DULY FILED.

DIRECTOR, DIVISION OF PUBLIC HEALTH

\_\_\_\_\_  
Environmental Health Field Services Representative

RESTRICTIONS:

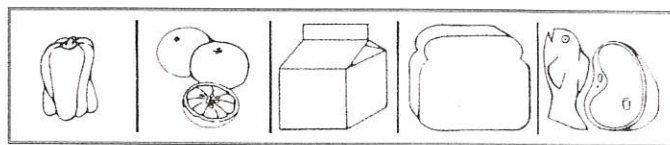
1. Only approved for attached menu
2. Only allowed to be open during the hours of the Farmers Market

Menu:

ENVIRONMENTAL HEALTH FIELD SERVICES – SUSSEX COUNTY • GEORGETOWN STATE SERVICE CTR.  
544 SOUTH BEDFORD ST • GEORGETOWN • DELAWARE • 19947







## FOOD AND NUTRITION FACTS

*2015- Must have hand washing station if giving samples.*

# HAND WASHING PROCEDURES

Poor personal hygiene of workers causes 25 to 40 percent of all foodborne related illness in this country. Proper attention to good personal hygiene is essential to decrease foodborne disease.

Use the double hand wash method to reduce disease-causing (pathogenic) organisms on hands. The steps include:

1. Wet hands under hot, flowing water (100° F to 120° F, 2 gallons per minute).
2. Apply sufficient soap to develop a good lather. (Refrain from using antibacterial soaps.)
3. Use a fingernail brush to eliminate dirt on fingertips and under fingernails.
4. Rinse hands and brush in hot (100° F to 120° F), flowing (more than 2 gallons per minute) water.
5. To ensure removal of pathogens, wash hands again without using the fingernail brush. Wash arms as far up as will make contact with food.
6. Rinse hands and arms again in hot, flowing water.
7. Dry hands and arms with disposable paper towels.

Prepared by: Sue Snider, Ph.D.  
Professor, Food Safety &  
Nutrition Specialist

09/11

